



GOVERNANCE TRAINING

UGA Center for Continuing Education & Hotel
 1197 S Lumpkin St.
 Athens, GA 30602
 February 4-5, 2020

FOCUS AREA KEY	
FOCUS AREA 1	ACADEMICS
FOCUS AREA 2	FINANCE
FOCUS AREA 3	OPERATIONS
FOCUS AREA 4	NEW BOARD MEMBERS

Attendance Tips:

- Use the Focus Area Key to determine which breakout sessions will be most relevant to your board role.
- Remember to get your badge scanned during each session to receive credit for attending!
- If you have a hard copy attendance passport instead of a barcode badge, make sure to drop it off at the registration table at the end of the training.

TUESDAY, FEBRUARY 4, 2020

REGISTRATION AND PRE-SESSION MEALS			
7:30 a.m. - 8:30 a.m.	Banquet Area	Breakfast for overnight guests	
8:00 a.m. - 12:30 p.m.	Hill Atrium	R E G I S T R A T I O N	
GENERAL SESSIONS			
9:00 a.m. - 9:30 a.m.	Mahler Hall	Welcoming Remarks, General Information and Updates <i>Lauren Holcomb, SCSC Executive Director</i>	
9:30 a.m. - 10:30 a.m.	Mahler Hall	Transparency and Ethics for State Charter Schools <i>Morgan Felts, SCSC Chief Operations Officer</i> <i>Cerrone Lockett, SCSC General Counsel</i> Information regarding legal requirements for open governance as well as key details for promoting transparency that will increase governing effectiveness and stakeholder engagement.	
		OPERATIONS	
10:30 a.m. - 10:45 a.m.	Hill Atrium Break Area	BREAK	
10:45a.m. - 12:00 p.m.	Mahler Hall	Fiscal Oversight-5 Steps to Improve Your School Now! <i>Terence Washington, SCSC Financial Accountability Manager</i> What if you could improve your school now by focusing and improving 5 key components of organizational operations? You don't need magic and you don't need to win the lottery. All you will need to do is follow along with the presenter and your fellow school leaders as we define financial policies and procedures, with an emphasis on the development of sound policies.	
		FINANCE	
12:00 p.m. - 1:00 p.m.	Banquet Area	LUNCH	
BREAKOUT SESSIONS I			
1:00 p.m. - 2:15 p.m.	Room K	Predicting Your CPF Score <i>Katie Manthey, SCSC Director of Research and Evaluation</i> <i>Terence Washington, SCSC Financial Accountability Manager</i> <i>Sarah Beck, SCSC Associate General Counsel and Operational Accountability Manager</i> The Comprehensive Performance Framework measures how your school is performing against SCSC standards and ultimately drives your renewal decision. This session will provide insight into how this score is calculated and how you can be tracking your own performance towards renewal. SCSC staff will explain what metrics inform your CPF score and how you as a board can begin to predict your scores from year to year.	
		ACADEMICS FINANCE OPERATIONS	

	Room L	<p>Communicating with Stakeholders During Times of Transition and Crisis <i>Michelle Wirth, Georgia Charter Schools Association, Director of Communications</i> <i>Lauren Holcomb, SCSC Executive Director</i></p> <p>As public bodies and schools of choice, charter school leaders must keep school communities engaged and informed. While we enjoy sharing the positive news about our schools, transparency is even more important during times of “crisis” and change. This interactive session will prepare attendees to engage stakeholders early to prevent a true crisis situation from occurring.</p>
	Room R	<p>Special Education <i>Rennie Laryea, SCSC Associate General Counsel</i> <i>Maisha Jack, GA Dept. of Education, Education Program Specialist- Special Education</i> <i>Cerrone Lockett, SCSC General Counsel</i></p> <p>A primer for board members on the Individuals with Disabilities Education Act and Section 504 that will focus on how on how to ensure schools are adequately serving all students.</p> <p style="text-align: center;">OPERATIONS</p>

BREAKOUT SESSIONS II

2:15 p.m.- 3:30 p.m.	Room K	<p>Understanding How Your School is Funded <i>Terence Washington, SCSC Financial Accountability Manager</i></p> <p>Participants will receive a brief overview of the various funding mechanisms for SCSC schools with an update on how the funding has been impacted by the new laws. There will also be some discussion on how losing students or growing horizontally also impacts school funding.</p> <p style="text-align: center;">FINANCE NEW BOARD MEMBERS</p>
	Room L	<p>Fraud Prevention <i>Suzette Arnold, Carl Vinson Institute of Government, Program Manager</i></p> <p>This interactive session will define internal control and fraud, and discuss the "fraud triangle". It will also cover major categories of fraud and methods of fraud prevention and detection for common transactions.</p> <p style="text-align: center;">FINANCE</p>
	Room R	<p>Board Oversight of Financial Policies <i>Bambo Sonaike, Bambo Sonaike CPA, LLC, Managing Director</i></p> <p>SCSC school boards are responsible for setting financial policies and overseeing their implementation. How does your board know that school staff are following the financial policies? This presentation will discuss best practices including developing an effective financial reporting checklist for your board.</p> <p style="text-align: center;">FINANCE</p>

3:30 p.m.- 3:45 p.m.	Kellogg Concourse	BREAK
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BREAKOUT SESSIONS III

3:45 p.m.- 5:00 p.m.	Room K	<p>Establishing Healthy Relationships with Local School System <i>Artesius Miller, Utopian Academy for the Arts</i></p> <p>Utopian Academy for the Arts, a Clayton charter school that was once the bane of the county’s school district is now an active collaborative partner. However, this didn't happen overnight. Establishing relationships between local school districts and the state-authorized charter schools located in their communities can be an arduous task. Navigating the processes for establishing these relationships can be just as difficult. If you're interested in learning more about how your state charter school can partner with your local school systems in the areas of academics, operations, and finance, this will be a great session for you!</p>
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	Room L	<p>Understanding and Overcoming Enrollment Challenges <i>Terence Washington, SCSC Financial Accountability Manager</i> <i>Craig Cason, DuBois Integrity Academy</i></p> <p>Participants will be able to take part in a discussion that impacts the bottom line of every school's books. This will include an examination of the issue of growing and maintaining enrollment with a particular focus on marketing your school and creating a long-term plan for growth and stability. Participants will also learn how to successfully navigate enrollment projections and turn those numbers into reality.</p> <p style="text-align: center;">FINANCE</p>
	Room R	<p>Protecting the Rights of Students and Families <i>Sarah Beck, SCSC Associate General Counsel and Operational Accountability Manager</i> <i>Darcy Callaway, SCSC Business Manager</i></p> <p>State charter schools must carry out a variety of functions in a manner which protects the rights of students and families. This session is intended to assist state charter schools in understanding and fulfilling the requirements of law as they relate to serving students with disabilities, due process, open meeting and open records.</p> <p style="text-align: center;">OPERATIONS</p>
5:00 p.m.		Conclude Day 1 meetings. Dinner is available from 6:30 p.m.- 7:30 pm for overnight attendees.
6:30 p.m.- 7:30 p.m.	Banquet Area	Dinner Available for Overnight Guests

WEDNESDAY, FEBRUARY 5, 2020

7:30 a.m.- 8:30 a.m.	Banquet Area	Breakfast for Overnight Guests
BREAKOUT SESSIONS I		
9:00 a.m. – 10:15 a.m.	Room K	<p>Serving the Whole Student to Increase Academic Achievement <i>Melanie Brittan, Foothills Education Charter High School</i> <i>Gregg Stevens, Foothills Education Charter High School</i> <i>Kim Corely, Coastal Plains Charter High School</i> <i>Martha Kent, Mountain Education Charter High School</i></p> <p>Foothills Education Charter High School, Mountain Education Charter High School and Coastal Plains Charter High School each provide supplemental services that ultimately support both academic achievement and operational compliance. This session will focus on how providing support outside the classroom can increase results for students and schools inside the classroom.</p> <p style="text-align: center;">ACADEMICS</p>
	Room L	<p>Board Life Cycle: Onboarding and Succession Planning <i>Jeff Homan, Georgia Charter Schools Association, Director of Education and Training</i></p> <p>From the founding of a new school to the establishment of a veteran board, charter school boards undergo regular periods of growth and transition. Please join Jeff Homan for an interactive presentation and discussion on the "life cycle" of a charter school board, including best practices for recruiting and onboarding new board members, identifying gaps in the board makeup and planning for the future.</p>

	Room R	<p>Holding Vendors and Management Accountable <i>Rennie Laryea, SCSC Associate General Counsel</i></p> <p>Governing boards for state charter schools must exercise substantive control over school administration and operations. This session will discuss the board's role in holding school staff and vendors responsible for implementing the board's mission and vision.</p> <p>OPERATIONS</p>
10:15 a.m.- 10:30 a.m.	Kellogg Concourse	BREAK
BREAKOUT SESSIONS II		
10:30 a.m.- 11:45 a.m.	Room K	<p>Understanding and Preparing for the SCSC Renewal Process <i>Katie Manthey, SCSC Director of Research and Evaluation</i></p> <p>This session will explain SCSC performance expectations for state charter schools seeking charter renewal, the SCSC charter renewal process, and possible outcomes and actions of the charter renewal process. The session will further outline how the SCSC utilizes a Comprehensive Performance Framework (CPF) to assess whether or not a state charter school established a track record of performance that warrants renewal.</p> <p>ACADEMICS FINANCE OPERATIONS</p>
	Room L	<p>Beyond the Crossing Guard: The New Age of School Safety <i>Tracy Sanford, Mountain Education Charter High School</i> <i>Pam Smith, Mountain Education Charter High School</i> <i>Martha Kent, Mountain Education Charter High School</i></p> <p>Health and safety in schools is a daily challenge. Meeting the myriad of needs of our students and addressing this challenge can be a staggering task. Safety is now more than the school crossing guard, it covers everything from student wellness, mental health and active shooters. This session will cover a variety of health and safety programs being used at MECHS to meet state requirements and provide our students and staff with a collection of skills and resources that can be used in a range of situations.</p> <p>OPERATIONS</p>
	Room R	<p>How to Plan for and Have Effective Board Meetings <i>Elisa Falco, Georgia Charter Schools Association, Vice President of School Services</i> <i>Jeff Homan, Georgia Charter Schools Association, Director of Education and Training</i> <i>Sarah Beck, SCSC Associate General Counsel and Operational Accountability Manager</i></p> <p>How do you know your meetings are effective? How meetings are organized and executed has everything to do with effective governance. This session will explore from beginning to end how to have efficient governing board meetings, including how to plan for board meetings, parliamentary procedures, how to use the bylaws as a guide to govern, key components of an effective meeting, and what board engagement looks and sounds like. The facilitators have observed hundreds of board meetings collectively and have some essential tips that will help you analyze the effectiveness of your meetings and get your board on the path of good governance.</p> <p>NEW BOARD MEMBERS</p>
12:00 p.m.	Kellogg Concourse	Boxed Lunch and Conclusion of Training